

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: NOVEMBER 30, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BENTLEY
GIRARD
STEC
VANNESS
SOKOL
TAYLOR

OTHERS PRESENT:

CANDACE KELLY, DIRECTOR, OFFICE FOR THE AGING
CHRISTIE SABO, FISCAL MANAGER, OFFICE FOR THE AGING
WILLIAM RESSE, DIRECTOR, EMPLOYMENT & TRAINING
SHARON SANO, SENIOR COUNSELOR OF EMPLOYMENT &
TRAINING
MARGARET SMITH, DIRECTOR OF YOUTH SERVICES
DENISE DiRESTA, DIRECTOR OF VETERANS' SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR PITKIN
SUPERVISOR KENNY
SUPERVISOR THOMAS
SUPERVISOR MERLINO
TODD LUNT, DIRECTOR OF HUMAN RESOURCES
DON LEHMAN, *THE POST STAR*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR SIMMES

In the absence of the Committee Chairperson, Vice-Chairman Bentley called the meeting of the Human Services Committee to order at 9:30 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the minutes of the October 28, 2009 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Candace Kelly, Director, Office for the Aging, who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Commencing the agenda review, Mrs. Kelly presented a request to submit the Four Year Annual Implementation Plan for 2010 and 2011.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Kelly presented Agenda Item 2, a request to extend the contract with Warren County Health Services for a Memorandum of Understanding (MOU) for the Long Term Care (LTC) Program, from January 1, 2010 through December 31, 2010, at an hourly rate of \$4.80.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve the request to extend the contract with Warren County Health Services as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. A copy of the

resolution request form is on file with the minutes.

Next, Mrs. Kelly presented three requests to extend the Title IIIB, IIID, and IIIE contracts for OFA services which included various subcontractors, health promotion and care giver programs, for the period from January 1, 2010 through December 31, 2010, for total amounts not to exceed \$62,617, \$9,125, and \$74,800, respectively, and in accordance with Schedules "A". She stated there were no changes to the contracts.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to approve the requests to extend Title IIIB, Title IIID and Title IIIE contracts as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. Copies of the resolution request forms are on file with the minutes.

Agenda Item 4, Mrs. Kelly advised, was a request to extend the contract with the Warren - Hamilton Counties Action Committee for Economic Opportunity, Inc. (ACEO, Inc.), from January 1, 2010 through December 31, 2010, for the transportation of Senior Citizens within the City of Glens Falls and the Town of Queensbury.

Motion was made by Mr. Girard, seconded by Mr. VanNess and carried unanimously to approve the request to extend the contract with the Warren - Hamilton Counties ACEO, Inc., as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Kelly presented a request to extend the contract with NEC Care, Inc, from January 1, 2010 through December 31, 2010, for a total amount not to exceed \$4,500.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to approve the request to extend the contract with NEC Care, Inc, as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Geraghty asked why the OFA would contract for legal services as opposed to using the Warren County Attorney, and Christie Sabo, Financial Manager, stated that the Title III grant required specific legal Counsel. The contract, she stated, provided the necessary broad spectrum legal services required by the OFA.

For the purpose of the redistribution of the salary budget, Mrs. Kelly presented a request for a transfer of funds within various codes as detailed on the attached request, in the amount of \$54,206.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve the request for a transfer of funds in the amount of \$54,206 as outlined above, and to refer same to the

Finance Committee. A copy of the request for Transfer of Funds is on file with the minutes.

Mrs. Kelly presented a request for a transfer of funds from Hamilton County - General Nutrition - Travel/Education/Conference, to Warren County - General Nutrition - Travel/Education/Conference, in the amount of \$9,980, to redistribute 2009 funds to cover possible shortfalls in General Ledger (GL) lines.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve the request for transfer of funds as outlined above and to refer same to the Finance Committee. A copy of the request for Transfer of Funds is on file with the minutes.

Concluding her agenda review, Mrs. Kelly presented a request to enter into a contract with Senior Whole Health of New York (NY), Inc., from January 1, 2010 through December 31, 2010, for reimbursement to OFA for Congregate and/or Home Delivered (HD) meals for clients.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request to enter into a contract with Senior Whole Health of NY as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. A copy of the resolution request form is on file with the minutes.

Privilege of the floor was extended to Todd Lunt, Director of Human Resources, who stated that he had been informed that the staff at three of the twelve meal sites were paid a stipend for performing janitorial/cleaning duties as part of their regular routine, which he added, had been begun between ten and fifteen years ago. Mr. Lunt apprised that Mrs. Kelly had met with Mrs. Simmes and Messrs. Goodspeed and Geraghty and it was determined that such payment was not under contract. In the interest of cost savings, Mr. Lunt stated that it was recommended that the stipends, which totaled approximately \$2,000, and which were not consistent among meal site staff, be considered for elimination. He explained that employees at the other meal sites performed the necessary cleaning duties as time permitted, without additional compensation. Mrs. Kelly added that the expense had been discovered during the budget evaluation process.

Ms. Sabo pointed out that staff at The Cedars, who had not received stipends, had raised the issue, and she concurred that removing all stipends would bring consistency. Mr. Lunt stated that the issue had been discussed with Union representatives who understood the disparity. He said the Union challenged that the insignificance of the total amount paid should not render a change. Mrs. Kelly informed that the lease agreement for the Warrensburg meal site paid \$60 per month to the custodian on that site. Responding to an inquiry from Mr. Pitkin, Mr. Lunt apprised that there was no language relative to past practices that would preclude the elimination of all stipends in this regard.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to approve the

recommendation to discontinue the issuance of stipend payments to meal site staff for cleaning duties, and to refer the item to the County Attorney for review.

Mr. Geraghty asked if the necessary cleaning would be carried out and Mrs. Kelly explained that cleaning duties were included in the staff job descriptions, and it would be the responsibility of her staff to oversee same.

Privilege of the floor was extended to Bill Resse, Director of Employment and Training, who distributed copies of the agenda to Committee members, a copy of which is on file with the minutes.

Mr. Resse presented a request for a transfer of funds within various WIA codes, in the amount of \$3,150, to align the budget with expenditures.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to approve the request for transfer funds within various WIA codes as listed, and to refer same to the Finance Committee. A copy of the request for Transfer of Funds is on file with the minutes.

Next, Mr. Resse presented a request to amend the 2009 County Budget to increase estimated revenues and appropriations in the amount of \$30,692, to reflect the receipt of Federal funds.

Motion was made by Mr. VanNess, seconded by Mr. Sokol and carried unanimously to approve the request to amend the 2009 County Budget as outlined above and to refer same to the Finance Committee. A copy of the request to Amend County Budget is on file with the minutes.

Mr. Resse presented a request for Sharon Sano, Senior Employment Counselor, to attend the Annual NYATEP/New York State Department of Labor (NYS DOL) Youth Academy in Albany, NY, from March 2 - 3, 2010. He noted the expenses were paid for with Federal grant funds.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to approve the request for travel as outlined above. A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.

Mr. Resse's final request was for the renewal of the five-year lease agreement with the NYS DOL, for the office space occupied by the One Stop Center, from January 1, 2010 through December 31, 2015, extending the current annual rental rate of \$40,074.81. Mr. Resse requested an early termination clause of one or two years which would be confirmed by the County Attorney. He noted that rental expenses were grant funded.

Motion was made by Mr. Girard, seconded by Mr. VanNess and carried unanimously to approve the request to renew the lease agreement as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. A copy of the resolution request form is on file with the

minutes.

Pertaining to the pending item for the ETA, Mr. Resse stated that the policy development for staff supervisor/oversight of the One Stop Center could be removed until the new Director found it necessary to re-establish same.

A new item reported by Mr. Resse was the consideration of a math preparation course to be offered at the Center, which would include refresher material to enhance math skills for employment and examination success. He stated that the cost of the training program would be within the range of \$100 to \$200 per month and was in accordance with the current resolution which allowed the ETA to contract for low-cost training programs.

Regarding replacement for his position, Mr. Resse stated the common first option to consider was to fill the position. He expounded that his departure presented an opportunity for the County to consider other options such as the consolidation of duties and responsibilities with other Counties, namely the tri-County region which included Washington and Saratoga Counties whereby some of the major functions of the position would be shared/consolidated. He stated that other Counties were unreceptive to consolidation which led him to the exploration of an internal consolidation whereby some functions could be transferred to Ms. Sano and the DOL Manager.

In light of the fiscal responsibilities of the position, he concluded that the best option would be to fill the position and he noted that program funding had been reduced over the past several years. He stated that the current staff and funding could sustain through the next program/fiscal year (July 1 through June 31); however, he stated, the subsequent year would be considerably more challenging. He pointed out that it was unknown at this time if supplemental (Stimulus) funds would be provided by the State. He added that the Warren County ETA had a financial responsibility and liability to the County relative to the audit.

Mr. Girard asked Mr. Resse of his opinion regarding changing the position of Director to part-time and if he would consider staying in the position on that basis. Mr. Resse stated that if he were to continue on a part-time basis, he would recommend that his core responsibilities include the fiscal operations. Mr. Girard asserted that it was most effective to retain the individual with the most knowledge and expertise. Mr. Taylor asked how the necessary reporting related to stimulus funds would be completed in the absence of a Director. Mr. Resse explained that he expended a significant effort to set up an effective reporting system whereby staff could proceed with ease. Mr. Resse noted the major functions of his position as follows:

- ◆ County Administrative Issues: Procedures, Meetings & Budget
- ◆ The One Stop Center: Oversight & Administration
- ◆ Financial Accountability/Responsibility

Continuing, Mr. Resse expounded that the ETA Director was responsible to the County, State and WIB and it was a complex system of operation within which to function with regard to outcomes (responding to mandates) which directly impacted funding and he would choose to maintain this as his responsibility. Mr. Taylor asked Mr. Resse if he could continue to work with other Counties towards the consolidation effort, and Mr. Resse replied affirmatively. He noted that he had begun those efforts in 1999. Mr. Girard encouraged Mr. Resse to give full consideration to the option of retaining his title on a part-time basis, and to craft a plan in consideration of the status of his retirement benefits.

A short discussion ensued and Joan Sady, Clerk of the Board, apprised that Todd Lunt, Director of Human Resources, was aware of the part-time status as a solution to the unsteady funding patterns, as well as the crucial need for dedicated fiscal accountability. She advised that a proposal could be developed for review by the Personnel Committee.

Mr. Resse distributed copies of his job summary which included a summary of his daily duties and activities, a copy of which is on file with the minutes.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to approve the recommendation for Mr. Resse to continue his duties as Director of the ETA on a part-time basis, and to refer same to the Personnel Committee.

Privilege of the floor was extended to Margaret Sing-Smith, Director of Youth Programs. Ms. Smith stated that she had conducted research regarding her retirement effective December 31, 2009 with plans to reduce her position to part-time. She stated that it was permissible as per the Office of Child and Family Services based on the youth population. She further explained that part-time status would allow a reduction in cost in 2010 and retain the framework of the Youth Bureau and Youth Board in order to maximize youth program funding.

Ms. Smith requested that the position of Director of the Youth Bureau, Employee No. 6271, be reduced to part-time, for a maximum of 19 hours per week with no health benefits or vacation leave time. She apprise that the request had been discussed and submitted to the Budget Officer. She stated that she would provide a summary of the essential tasks for the part-time position and would include her work with the Warren County Youth Board, which was an advisory Board appointed by the County.

Mrs. Sady advised that it would be helpful for the Personnel Committee if she could include a summary of duties which could be attached to the Notice of Intent to Fill Vacant Position.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to approve the request for Ms. Smith to continue her duties as Director of Youth Bureau, on a part-time basis, and to refer same to the Personnel Committee. A copy of the Notice of Intent to Fill Vacant Position is

on file with the minutes.

Ms. Smith presented a request to amend the contract with the Glens Falls Recreation Department to allocate \$195 in additional funds (National Junior Tennis Foundation grant), to be used for youth tennis program costs.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request to amend the contract with the Glens Falls Recreation Department as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. A copy of the resolution request form is on file with the minutes.

Ms. Smith presented a request to renew the agreement with Robert Lathrop for provision of the "Alive at 25" Program to increase driver safety among those persons aged 16 to 25.

Motion was made by Mr. VanNess, seconded by Mr. Sokol and carried unanimously to renew the agreement with Robert Lathrop as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. A copy of the resolution request form is on file with the minutes. (Note: Subsequent to the meeting it was determined by the County Attorney that the resolution request would be submitted by the District Attorney).

For information only, Ms. Smith reported that the NYS Office of Children and Family Services required that the Department of Social Services, Probation, and the Youth Bureau prepare an annual Update Plan which reflected needs, outcomes and resources. She stated that Sheila Weaver, Commissioner of Social Services, would initiate the necessary resolution.

Pertaining to the pending appointments to the Warren County Youth Board for 2010, Ms. Smith stated that she did not yet have all of the necessary replacement candidates or renewals for some Towns, and asked for Committee direction. Mrs. Sady advised that she would need the recommendations for the December 18, 2009 Board meeting. Ms. Smith stated that she would contact the Town Supervisors in this regard and forward the list of candidates to Mrs. Sady.

Ms. Smith thanked Mrs. Simmes and Messrs. Girard and Thomas for their contributions and participation on behalf of the respective Town citizens. Ms. Smith extended special thanks to Mr. Thomas who also served as both the Town and County representative for the Youth Board, Mrs. Simmes for her leadership, and Mr. Bentley for serving as Vice-Chairman.

This concluded the Youth Bureau portion of the meeting and privilege of the floor was extended to Denise DiResta, Director of Veterans Services, who distributed copies of the Request for Funds and the Veterans Outreach Program Reports.

Ms. DiResta addressed the Veterans Outreach Program which she apprised could be improved in

terms of cost effectiveness and productivity. She proposed that the program would be more effective if it were administered on an as-needed basis, and extended to other areas such as Bolton, and included populations of Veterans, such as the elderly who were typically under-informed regarding entitlement. She further stated that she would retain all the current service locations and expand to other areas where the need had been identified.

Mr. Girard summarized that Ms. DiResta wished to craft a plan which would be more efficient and reach more people. He noted that her current itinerary included certain Towns, regardless of whether there was an individual seeking services there, which lacked efficiency. Ms. DiResta stated that instead of making the weekly trip to North Creek, Chestertown, and Hague, regardless of need, she would serve clients who had made specific requests for service. She added that overall fuel mileage would be reduced and the need for her meal reimbursement would be eliminated.

Regarding claim processing time, Ms. DiResta explained that it often required more than one hour and noted that claims generated revenue for the County. Continuing, she explained that rather than waiting the entire hour in a Town which had no inquiries, she could serve a Veteran who required more than one hour.

In terms of communication, Ms. DiResta noted that the Warren County Website now included a Veterans link where instructions could be posted such as "by appointment only". In the best interest of Veterans, she stated, that her time could better be used by conducting informational seminars.

Mr. Geraghty asked what barriers there were relative to making such changes and Mrs. Sady informed that Committee action was not necessary regarding such changes. Mr. Geraghty expressed his support for the changes and encouraged Ms. DiResta to move forward with her ideas for improvement. Ms. DiResta stated that she wanted to be certain that Committee approval was not required prior to making the proposed changes, as well as her accountability. Mr. Girard supported her ideas to enhance effectiveness and welcomed her updates and progress.

Pertaining to the Request for Funds Year Ending 2009 Veterans Salary Account, Ms. DiResta stated that the Department was over budget on salaries for 2009. She presented a requests for a transfer of funds, in the amount of \$12,372, to cover the salary account through the end of 2009. Mrs. Sady explained the reason for the shortfall was due to the former Director's retirement payout. Ms. DiResta added that Deanna Payne's December 18th retirement necessitated \$115 in sick time pay out.

Ms. DiResta presented a request for a transfer of funds from the Contingent Code A.1990 469 to Code A.6510 110 - Salaries - Regular, in the amount of \$11,972.20, to offset the 2009 shortfall due to a retirement.

Ms. DiResta presented a request for a transfer of funds from the Contingent Code A.1990 469, to Code A.6510 140 - Salaries - Sick Leave, in the amount of \$400 for sick leave pay out.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve both

requests for transfer of funds from Contingent Fund as outlined above, and to refer same to the Finance Committee. Copies of the requests for Transfer of Funds are on file with the minutes.

There being no further business before the Human Services Committee, on motion by Mr. VanNess and seconded by Mr. Girard, Mr. Bentley adjourned the meeting at 10:36 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist